



Trainee Applications General Feedback

| General Comments | |
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| Do not leave applications until the last minute | If you are aware of an application deadline, try and submit your application in plenty of time and not on the last day |
| Always check spelling | With today's computer technology there is no excuse for spelling errors. Ask someone else to proof read your application for you to make sure it is accurate. |
| If the vacancy states "local candidates preferred" | If you are not local, explain why you are applying |
| Covering Letter | |
| When addressing correspondence to the firm, whether by letter or email, always use formal address eg " <i>Dear Ms Smith</i> " in the first instance | Letters and covering emails which say " <i>Hi</i> " or " <i>Hello</i> " can give the impression of a lack of respect |
| Letters should ideally be restricted to one side of A4 | It can be off putting to receive long covering letters or essays! |
| Do not tell us about the firm | We know what we are good at and we do not need you to tell us. Quoting statements " <i>quality work</i> ", " <i>established firm</i> " etc need to be substantiated. We want to know about you and why you are applying to the firm. |
| CV | |
| Use clear headings, bullet points, numbers | It makes the CV easier for the recipient to read |
| Restrict the length of your CV | CVs which extend beyond 3 pages are generally unread. A good CV should be on 2-3 pages. |
| When stating information about the LPC | Provide details of the electives studied/grades |
| Update your CV to the present day | If you have not done anything since completing your studies, explain what you have been doing. Do not just leave unexplained gaps |
| Work Experience | If your studies and work experience is all related to one specific area of law eg criminal and you are applying to a firm who only does commercial work, explain why. |
| Interests | Employers like to know how you relax or if you are involved in sports not purely academic interests and those associated with your studies |
| INTERVIEWS | |
| Be prepared | Lack of preparation for interview becomes apparent very quickly |
| Always have some questions prepared | Stating that you do not have any questions also shows lack of preparation/enthusiasm. |
| Research | Quoting to us off our website does not qualify as sufficient research. Tell us about our recent achievements, why we stood out, our specialisms, our clients and our recent marketing and press. |